

**UCSI  
SCHOOL OF ENGINEERING  
MAY – AUGUST 2010 SEMESTER**

**TEACHING PLAN**

<b>Week</b>	<b>Dates</b>	<b>Topic</b>	<b>Reading (page)</b>
1	10/5 – 12/5	Chapter 1: Introduction	1 – 20
2	17/5 – 19/5	Chapter 2: Uniformly Accelerated Motion	25 – 59
3	24/5 – 26/5	Chapter 3: Newton's Laws of Motion	65 – 99
4	31/5 – 2/6	Chapter 4: Static Equilibrium <b>Test 1</b>	106 – 125
5	7/6 – 9/6	Chapter 5: Work and Energy	132 – 165
6	14/6 – 16/6	Chapter 6: Linear Momentum	170 – 194
7	21/6 – 23/6	Chapter 7: Motion in a Circle Chapter 8: Rotational Work, Energy and Momentum	199 – 227 232 – 252
8	28/6 – 30/6	Chapter 9: Mechanical Properties of Matter <b>Mid-term Exam</b>	260 – 293
9	5/7 – 7/7	Chapter 10: Temperature and the Kinetic Theory of Gases	299 – 316
10	12/7 – 14/7	Chapter 11: Thermal Properties of Matter	320 – 347
11	19/7 – 21/7	Chapter 12: The First Law of Thermodynamics	352 – 375
12	26/7 – 28/7	Chapter 13: The Second Law of Thermodynamics <b>Test 2</b>	379 – 393
13	2/8 – 4/8	Chapter 14: Vibration and Waves	398 – 427
14	9/8 – 11/8	Chapter 15: Sound <b>Classes End</b>	432 – 461
15		Final Examination	

## **Class Policies**

### **Class Conduct:**

- 1 Operation of hand-phones when class is in progress is not allowed. Students should turn their hand-phones off, or set their hand-phones to silent mode.
- 2 When necessary, students may leave the classroom halfway through lecture to take a break (in a quiet manner), and later return to class quietly. However, it is the student's responsibility to make sure there is no in class assessment prior to leaving the classroom.
- 3 If students need to leave halfway through lecture (and not return), he/she should inform the lecturer in due time prior to the start of the class session.

### **Class Material/Timeline:**

- 3 It is the students' responsibility to copy/obtain lecture notes given in class from their classmates.
- 4 The lecturer is not responsible should any notes or lecture be delivered in class while the student is absent.
- 5 It is the students' responsibility to check the UCSI eAdvantage website regularly (at least once every 24 hours) for updates of notes, syllabus, and announcements on assignments and quizzes/tests.
- 6 Students are held responsible for any missed lectures and in-class assessments.
- 7 Students are expected to keep track of the syllabus covered in class, and also of the date, time, and venue of assessments at all time, even when new assessments are announced during the student's absence.

### **Class Attendance:**

#### **80% Ruling for Courses with Finals:**

- 8 80% attendance (based on signing the attendance sheet) is required in order to be allowed to attempt the final exam.
- 9 Students with less than an average attendance of 80% anytime during the semester will be barred from the finals.
- 10 Students that have been barred will only be unbarred at the end of the semester if the average attendance of the student improves to 80% and above at the end of the semester. No appeals will be entertained.
- 11 Students that have been barred and wish to be unbarred also need to hand deliver a letter of appeal from their parents/guardians to the lecturer, acknowledging the student's poor attendance and providing reason for the poor attendance performance to justify the unbarring.
- 12 The dateline for unbarring will be determined by the records office every semester.

#### **80% Ruling for Courses without Finals:**

- 13 For classes without a final exam, the student's grade will be scaled based on the normalized 80% of the attendance. That is, penalty points will be awarded if the attendance is less than 80%.

### **Medical Certificates & Passing of an Immediate Family Member:**

- 14 For medical reasons, only medical certificates from **Hospitals** or from the **Sedaya Clinic** are accepted.
- 15 Medical certificates need to be presented to the lecturer within 2 standard working days immediately after the end of the student's medical leave.
- 16 For death of an immediate family member, only official hospital and police certificates/reports (or government death certificate) are accepted. Students are then excused from classes for up to 1 week in such situations.

- 17 Both the hospital and police reports (or government death certificate (DC)) must be presented to the lecturer within 1 week after the student's returns to class.
- 18 No certificates/reports will be accepted once the aforementioned deadlines above have passed.

**Assessment:**

- 19 Students caught plagiarizing/copying assignments/reports will immediately be awarded a "zero" grade on the corresponding assignment/report. Further action is subject to the discretion of the lecturer.
- 20 Students caught cheating on quizzes/tests/exams/midterms will immediately be awarded a "zero" grade on the corresponding quizzes/tests/exams/midterms. Further action is subject to the discretion of the lecturer.
- 21 Students are given a 1-week collection period to collect their quizzes/tests/exams/midterms and/or assignments/reports from the lecturer after it is returned by the lecturer in the classroom. Appeals to re-grade any work are only entertained at the instant the graded work is returned to the student, within the 1-week collection period.
- 22 Only students with appropriate reason (MC/DC) will be allowed to take any supplementary in-class assignments/quizzes/tests/exams/midterms, or substitute the relative grade of the missed assignments/quizzes/tests/exams/midterms with the next assignment/quiz/test/exam/midterm at the discretion of the lecturer.
- 23 Unless otherwise specified, all replacement assignments/quizzes/tests/exams/midterms will be held in week 14 of the respective semester.
- 24 Unless otherwise specified, all assignments take a penalty of 10% for everyday the assignment is handed in late to the lecturer, for up to 5 days (after 5 days it will be 'zero'). Students with appropriate reason (MC/DC) may submit a written application for an extension with the instructor before the dateline itself.
- 25 Unless otherwise specified, during in-class assessments, students need to leave their bags in front of the class (or outside the Examination Hall) and only bring stationary and a calculator to their seats.

**Additional: 40% Ruling for Internal Marks:**

Students with less than an average of 40% in the internal assessment will be barred from the finals. No appeals will be entertained unless the internal assessment grade has risen above the 40% mark at the end of the semester, and all procedures regarding unbarring pertaining to the 80% attendance rule has been adhered to.